



Atty. Dkt. No. 075698-0105

**IN THE UNITED STATES PATENT AND TRADEMARK OFFICE**

Applicant: Terpstra

Title: ASSEMBLY PROCESS FOR  
SCRAPLESS CLUTCH PLATE  
ASSEMBLY

Appl. No.: 10/668,821

Filing Date: 09/23/2003

Art Unit: 3681

<p><b>CERTIFICATE OF MAILING</b></p> <p>I hereby certify that this correspondence is being deposited with the United States Postal Service with sufficient postage as First Class Mail in an envelope addressed to: Commissioner for Patents, P.O. Box 1450, Alexandria, VA 22313-1450, on the date below.</p> <p><u>LAURA MARKHAM</u> (Printed Name)</p> <p><u>Laura Markham</u> (Signature)</p> <p><u>10/22/04</u> (Date of Deposit)</p>
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**TRANSMITTAL OF MISSING PARTS**  
**OF PATENT APPLICATION**

Mail Stop Missing Parts  
Commissioner for Patents  
P.O. Box 1450  
Alexandria, VA 22313-1450

Sir:

In response to the Notice to File Missing Parts of Application mailed September 29, 2004, in the above-identified application, transmitted herewith are the missing parts to complete the filing of the subject patent application.

Enclosed are:

- ☒ [ X ] Declaration and Power of Attorney (3 pages)
- ☒ [ X ] Return Copy of Notice to File Missing Parts
- ☒ [ X ] Assignment of the invention from the inventors to Gilman Engineering & Manufacturing Co., LLC
- ☒ [ X ] Assignment Recordation Cover Sheet
- ☒ ] X ] Check in the amount of \$40.00 to cover the assignment recordation fee
- ☒ [ X ] Check in the amount of \$130.00 in payment of surcharge fee  
b (37 C.F.R. § 1.16(e))

The Commissioner is hereby authorized to charge any additional fees which may be required regarding this application under 37 C.F.R. §§ 1.16-1.17, or credit any overpayment, to Deposit Account No. 06-1450. Should no proper payment be enclosed herewith, as by a check being in the wrong amount, unsigned, post-dated, otherwise improper or informal or even entirely missing, the Commissioner is authorized to charge the unpaid amount to Deposit Account No. 06-1450.

Respectfully submitted,

Date October 22, 2004

By Marshall J. Brown

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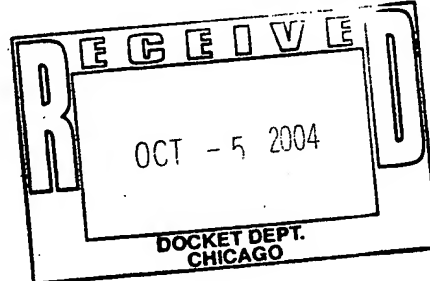


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APPLICATION NUMBER	FILING OR 371 (c) DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
10/668,821	09/23/2003	Paul D. Terpstra	075698-0105

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CONFIRMATION NO. 1979

## FORMALITIES LETTER



\*OC000000013928572\*

Date Mailed: 09/29/2004

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted***Items Required To Avoid Abandonment:**

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.

**SUMMARY OF FEES DUE:**

Total additional fee(s) required for this application is **\$130** for a Large Entity

- **\$130** Late oath or declaration Surcharge.

Replies should be mailed to: Mail Stop Missing Parts  
Commissioner for Patents  
P.O. Box 1450  
Alexandria VA 22313-1450

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*A copy of this notice **MUST** be returned with the reply.*

N. Mohammed

Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE